DD/A Registry 81-1407/14

16 October 1981

MEMORANDUM FOR:	Deputy Director of Central Ir	ntelligence			
FROM:	Harry E. Fitzwater Deputy Director for Administr	DD/A REGISTRY ration FILE: 04M-/			
SUBJECT:	Current Directorate of Admini	istration Activities			
the on 19 October. have been delive stocked, and the been completed. Development and 2. Because sewer systems, threscheduled its many and systems. 3. During	for occupancy by the Office As of 14 October, 15 truckload red. The supply room for the furniture arrangements for the After occupancy by OSA, the sengineering, DS&T, to be moved of many construction deficient he section of the Credit Union move for 23 October.	the Office of Logistics to prepare of Soviet Analysis (OSA), NFAC, 25x1 de of furniture and filing equipment has been set up and 1 during the following two weekends. Incies, primarily related to waters and 1 which services retirees has 25x1 Safety Group, Office of Security, installations: Chamber of Commerce.			
		25X1 25X1			
as of 30 September	ual report to OMB summarizing er 1981 has been finalized. A rdance with an existing memora	the Agency's unobligated balances A total ofis being 5X1 undum of understanding between the 25X1 25X1			
5. On 7 October representatives from the Offices of Data Processing and Finance hosted a presentation for NSA describing the implementation and use of a proprietary data base management system available on our VM system for general usage.					
the anticipating a po	DSSIBLE demonstration struction devices were made re	che communications facilities at $^{25\times1}_{25\times1}$ nanned until 2400 hours, 13 October, MINIMIZE was imposed adv. A9c4.1			
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25X1

8. The Common Yardstick Working Group met at the Language School (LS),	
Office of Training and Education, on 6 October. Called together by the	
the Group met to draft a plan to expand	25X1
the lower end of the Government's oral proficiency rating scale. Present	
were the Chief, Testing Branch, LS, the Academic Dean of the Defense Language	<u> </u>
Institute, and representatives from the the	
National Endowment for the Humanities, and the Center for Applied Linguistics	
interested Endowment for the humanities, and the center for Appried Enightstics	
O On 16 Ontal and the Demotra Discontant Con Aluining A (* 177 17	25X1
9. On 16 October, the Deputy Director for Administration will address t	.he
GSA employees who work at Agency facilities.	25X1
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